

**STATE OF NEW YORK  
SUPREME COURT, APPELLATE DIVISION  
THIRD JUDICIAL DEPARTMENT  
P.O. BOX 7288, CAPITOL STATION  
ALBANY, NY 12224**

**INSTRUCTIONS FOR MOVING FOR PERMISSION TO PROCEED  
AS A POOR PERSON ON A TRANSFERRED PROCEEDING**

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- 1) At the top of the attached form is a Notice of Motion. The title of the case should be placed on the left hand side of the form and it should be written as the title appeared on the petition. This is the caption. Below the caption is a sentence which begins "Please take notice...". The first date to be filled in is the date the attached affirmation in support of the motion was dated. The second date to be filled in is the return date of the motion, which should be a Monday after service of the motion papers upon all parties as described in paragraph 2 below.
- 2) The motion papers should be served on all parties (if a party is represented by an attorney, service of a copy should be made upon the attorney and, if a party is represented by the Office of the Attorney General, service of a copy should be made upon that office), and on the County Attorney of the County in which the papers from the lower court were filed. If service of the motion papers is done by personal delivery, the motion should be made returnable on a Monday at least eight (8) days after such service. If service of the motion papers is done by mail, the motion should be made returnable on a Monday at least thirteen (13) days after the motion papers are mailed.
- 3) As soon as possible after service of copies of the motion papers, the original motion papers, as well as proof that you have served the motion papers on the other parties and the County Attorney, should be forwarded to this office. You should also attach to the motion papers a copy of the order transferring the proceeding to this Court.
- 4) **THERE WILL NOT BE ORAL ARGUMENT ON THE RETURN DATE OF THE MOTION.**

Please fill in the underlined spaces in the following form. Return the original to this Court, forward one copy to each of your adversaries, forward one copy to the County Attorney, and keep one for your records.

STATE OF NEW YORK  
APPELLATE DIVISION

SUPREME COURT  
THIRD DEPARTMENT

\_\_\_\_\_,

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NOTICE OF MOTION  
FOR PERMISSION TO  
PROCEED  
AS POOR PERSON  
IN TRANSFERRED  
PROCEEDING

Index No.:

\_\_\_\_\_

PLEASE TAKE NOTICE that, upon the annexed affirmation dated on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a motion will be made to this Court, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of Albany, New York for an order granting the petitioner permission to proceed as a poor person.

Dated: \_\_\_\_\_

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(Your name, address and telephone number)

DIN (if applicable) \_\_\_\_\_

(Telephone) \_\_\_\_\_

**PLEASE TAKE NOTICE** that, pursuant to section 1250.4 (a) (7) and (8) of the Practice Rules of the Appellate Division, this motion will be submitted on the papers, and the personal appearance of counsel or the parties is neither required nor permitted.

**AFFIRMATION IN SUPPORT OF MOTION**

1. What is your full name? \_\_\_\_\_

2. What is the nature of the above entitled proceeding transferred to this Court?  
\_\_\_\_\_  
\_\_\_\_\_

3. An order transferring the proceeding has been entered in the \_\_\_\_\_  
County Court Clerk's Office on \_\_\_\_\_, 20 \_\_\_\_\_.  
(Please attach hereto a copy of the order or judgment appealed from, and the decision, if any,  
upon which the order or judgment is based.)

4. a. Were you represented by counsel? Yes  No   
If yes, counsel's name and address: \_\_\_\_\_  
\_\_\_\_\_

b. Was counsel assigned or retained? Assigned  Retained

c. If you were represented by retained counsel in the court below, state the name and  
address of the person who paid his / her fee and the amount.  
\_\_\_\_\_  
\_\_\_\_\_

5. What relief are you seeking by this motion?  
\_\_\_\_\_  
\_\_\_\_\_

6. What facts are present to support your contention that there is merit to your proceeding?  
(attach additional documentation, if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you able to pay the costs, fees and expenses necessary to maintain the proceeding?

Yes  No

8. What is your occupation? If you are a student, indicate the school which you attend and the name and address of the person who is paying your tuition, room and/or board.

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9. Are you are employed? Yes  No

If yes, state your weekly salary and provide the name and address of your employer.  
Provide a copy of your most recent pay stub.

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10. If married and your spouse is employed, what is his / her weekly gross salary and the name and address of his/her employer?

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11. Do you receive financial support from anyone? Yes  No

If yes, please provide the name, relationship and address of this person or persons and the amount of support provided to you.

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12. Do you provide financial support to anyone? Yes  No

If yes, please provide the name, relationship and address of this person or persons and the amount of support you provide.

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13. Do you own real estate either by yourself or with someone else? Yes  No

If yes, please provide the following information:

a. Other owner(s) (if any): \_\_\_\_\_

b. Location (street address, mailing address; Town, County, State): \_\_\_\_\_

c. Current value, including improvements: \_\_\_\_\_

d. Existing mortgages and / or liens (attach additional sheet, if necessary): \_\_\_\_\_

1. Name of bank, mortgagee or lien holder: \_\_\_\_\_

2. Balance due: \_\_\_\_\_

14. List the location and amount of any savings or checking accounts held in your name or jointly with others (attach additional sheet, if necessary)

| <u>Location (Bank)</u> | <u>Type</u> | <u>Owner(s)</u> | <u>Balance</u> |
|------------------------|-------------|-----------------|----------------|
| _____                  | _____       | _____           | _____          |
| _____                  | _____       | _____           | _____          |
| _____                  | _____       | _____           | _____          |

15. List any stocks, bonds, trusts or cash on hand owned by you in which you have any benefit and give the type, location and value of each (attach additional sheet, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Please state the year, make, model and value of any motor vehicle(s) owned by you and the amount of any existing loan(s): \_\_\_\_\_

\_\_\_\_\_

17. Do you own any other assets not listed above? Yes  No

If yes, please describe the asset(s) and state the value (attach additional sheet, if necessary):

\_\_\_\_\_

18. My monthly income and expenses are as follows:

INCOME:

My salary

My spouse's earnings (if applicable)

Other income

**TOTAL**

EXPENSES:

Rent or mortgage payment

Food

Utilities (heat, telephone, water, electric, cable)

Automobile expenses

Premiums on life or medical insurance policies

Repayment of loans

Name of creditor and amount

Other obligations, including maintenance and/ or support

**TOTAL**

19. Is any other person beneficially interested in any recovery sought herein?

Yes  No

If so, is such person able to pay the costs, fees and expenses of responding to the proceeding?

Yes  No

20. Do you authorize the Court to make any inquiries or investigation concerning the answers given by you in this affirmation?

Yes  No

21. Did someone else complete this form on your behalf?

Yes  No

If yes, were the questions and answers read to you and are your answers true?

Yes  No

I affirm this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(Signature)

(Print Name)

**AFFIRMATION OF SERVICE OF MAILING**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a true copy of the annexed notice of motion and supporting affirmation by mailing the same in a sealed envelope, with postage prepaid thereon, in a post office or official depository of the U.S. Postal Service within the State of New York, addressed to the last known addressee(s) as indicated below:

*(Insert below the name[s] and address[es] of the person[s] to whom you are mailing the papers being filed with this Court. If necessary, attach extra pages for additional names and addresses.)*

| Name & Address | Name & Address |
|----------------|----------------|
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I affirm this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(Signature) \_\_\_\_\_  
(Print Name) \_\_\_\_\_